

Tonasket City Council Agenda

Tuesday, May 28, 2019

7:00 pm

**Public Comment will be held at the end of the meeting. There will be 15 minutes dedicated to public comment allowing 5 people, 3 minutes each to speak. Those wishing to speak must sign in when coming in to Council before the meeting begins.**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of the minutes of the previous meeting
- 4) Cub Scouts Pack 21 Certificate of Appreciation
- 5) Unfinished Business
  - a) Quotes from Roofing Companies for City Hall
  - b) Status of Resolution 2019-13 & Ord. 802
  - c) Tonasket Weapons Storage Agreement
  - d) Adopt Ordinance #803 Budget Amendment
  - e) Nichole Kuchenbuch request for use of the Council Room for an Open House
  - f) Council Rules discussion
- 6) Mayor/Council/Committee Reports
- 7) Department Head Report
- 8) New Business
  - a) Poppy Days Proclamation
  - b) Ordinance #804 Budget Amendment ordinance first reading
- 9) Miscellaneous and Correspondence
- 10) Public Comment
- 11) Adjournment

Council Memo  
Tuesday, May 28, 2019

TO: Mayor and City Councilmembers

FROM: Deputy Clerk-Treasurer

Cub Scouts Pack 21 will be attending and the Mayor will present them with a Certificate of Appreciation.

Quotes from roofing companies for the City Hall complex roof. Building Official Johnson and Superintendent Johnson reviewed the quotes and their report is in the Council packet. May require action.

Discussion on Resolution 2019-13 and Ord. #802. Council needs to decide if you want to go forward with this.

Tonasket Weapons Storage Agreement---Council can decide if they would like to proceed with this as is or include or remove language. Requires action.

Ordinance #803 is ready for adoption. Action required.

Nicole Kuchenbuch asked if they can use the council room once a month from 11:00 am to 1:00 pm for an open house. She is Dan Newhouse's representative and wants a place for local citizens to come and ask any questions they may have. Requires action.

I am waiting to receive information from Ann MacFarlane. If I receive it by Tuesday we will continue discussion.

The Poppy Days Proclamation will be read.

First reading of Ordinance #804 which is a budget amendment concerning the Swim Pool wages and adding a Code Enforcement person's wage.

A draft Code Enforcement job description is in the packet for your review.

I have included the letter of support for the Okanogan Board of County Commissioners emergency communications sales tax. It requires the Mayor and Councils signatures.

**Present:** Mayor Brown and Councilmembers Ritter, Kriner, Levine, and Sackman

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

**Daniel Klayton and Sara Dunn – Library.** Daniel and Sara informed the Council that the Library has increased in patronage by 60% in the last two years. They are hoping to get a new library space that will be big enough for a computer lab, more space for a children's area, a meeting space and study rooms.

**Mike Worden- Public Safety Emergency Communications.** Mike gave a presentation to the Council concerning the need for updating the existing communications infrastructure for the County. He requested a letter of support from the Council.

**Motion to approve a letter of support for the Okanogan Board of County Commissioners to place the Emergency Communications sales tax on the November 2019 ballot for voter approval.** M/Ritter, S/Sackman. There was a short discussion. Carried 4:0.

**Kurt Danison Report:**

- The Planning Commission will be holding a public hearing on May 21, 2019 at 3:00 pm on a conditional use permit application for Double S Meats slaughterhouse.
- Park Comp Plan meeting on May 21, 2019 at 7:00 pm at City Hall.
- Perfect Passage meeting on May 23, 2019 at 6:00 pm at City Hall.
- Met with the State Transportation Commission and discussed the Perfect Passage and getting funding

**Phil Christy – Green Okanogan.** Phil asked for Council approval to add 3 or 4 recycling baskets at Chief Tonasket Park and at History Park.

**Motion to allow Green Okanogan to place recycling containers in the City's parks.**

M/Sackman, S/Levine. Carried 4:0.

**Unfinished Business**

**Quotes from roofing companies for City Hall.** The City has received 3 quotes for the City Hall roofing project. Mallet Sheet Metal & Roofing for a 15 yr. warranty \$95,623.49 or a 20 yr. warranty for \$98,439.29, Titan Roofing \$112,700.00 and ASR quoted \$116,221.00. The Council would like Building Official Christian Johnson and Superintendent Darren Johnson to review the quotes and come back to the next Council meeting with a recommendation.

**The Peddlers Permit being requested by Maria Garcia was discussed again.** A hold harmless paragraph will be added to the application but if the Council wants to add insurance they will have to amend the Ordinance.

**Motion to grant a peddlers permit to Maria Garcia to sell ice cream in the park pending her signing the hold harmless.** M/Ritter, S/Levine. Carried 3:1.

## **Mayor/Council/Committee Reports**

### **Levine Report**

- Attended the Okanogan County WRIA Tech Team meeting
- If you need help call Okanogan County Sheriffs dispatch at 422-7232 or if it's an emergency call 911.
- Fire season has started and she would like to see a burn ban put on sooner than later
- Little Learner's Park looks amazing
- Met with Transportation Commission and it went amazingly well

### **Ritter Report**

- Perfect Passage has made really good progress
- Still an issue with two local businesses and would like Building Official Johnson to attend Council meetings to explain

### **Sackman Report**

- A sign on Tonasket Ave has been knocked over
- Baseball and Soccer groups attended the Park Comp Plan meeting and gave input
- Pleased by the Sheriff's police presence and would like to thank them and the State Patrol for patrolling

### **Kriner Report**

- Thanked Alisa Weddle for an amazing job with Little Learners Park
- Would like a sign made for Little Learners Park
- Thanked Councilmember Ritter for digging holes for Arbor Day. The trees are really nice
- The auction went good and we were able to clean house. Thank you to all who helped.

### **Mayor Report**

- Attended the Chamber of Commerce meeting and President Marylou Kriner was very professional
- Thank you to Superintendent Johnson for getting water lines to the trees
- The meeting with DOT was very interesting

## **Department Head Reports**

### **Johnson Report**

- Brush pick up was busy along with fixing 3 water lines the same week
- Bathrooms at Chief Tonasket Park will hopefully be opened tomorrow
- The project at the Vet Park went well and Bretz has better water pressure

### **Hawley Report**

Was not in attendance. Council would like to invite him to the next council meeting.

## **Attwood Report**

- Working on the advertisement for a Code Enforcement Officer
- Is waiting on an update from Ann MacFarlane for the template
- The Ordinance and Resolution for the Park will be on the next meeting agenda
- Received no quotes for the Public Works roof and is going to ask Building Official Johnson for an updated SEQ
- Getting ready to go out for quotes for a new website

## **New Business**

**Motion to adopt Resolution 2019-14 declaring certain items surplus to the City's needs.**  
M/Ritter, S/Kriner. Carried 4:0.

**Ordinance #803 Budget Amendment first reading.** The second reading and possible adoption will be at the May 28, 2019 meeting.

**There was discussion on purchasing a picnic table for Little Learners Park.** Alisa Weddle reported they ran out of money and the picnic table needs to be ADA compliant. They would also like to have a water fountain and a new garbage can.

**Tonasket Weapons Storage Agreement.** After a short discussion it was decided to discuss it again at the next meeting on May 28, 2019.

**Motion to approve Pay Request #3 for \$20,283.98 and #4 for \$256,345.16 and Change Order #2 for \$33,671.49 from Award construction of the Parrys Acres Project..** M/Ritter, S/Levine. Carried 4:0.

**Motion to excuse Councilmember Moreno from the Council meeting.** M/Ritter, S/Kriner. Carried 4:0.

Clerk/Treasurer Attwood asked if there were any questions about the correspondence that was included in the Council packet. Councilmember Ritter asked Mayor Brown if he will be meeting with the employees concerning the letter received from Paul Parmley with Teamsters Local 760 before a response is made. Mayor Brown is meeting with City attorney Mick Howe to decide which direction to go in. The Personnel Committee would like to also be included in the meeting.

**Motion to approve the consent agenda: the minutes of the previous meeting with the correction to Levine's statement in the April 23<sup>rd</sup> minutes: that she attended the Economic Alliance Conference: the April Payroll (9102-9116 and Direct Deposit run 4/26/2019) \$40,127.95 and the May Bills (9101, 9117-9167 and 4 EFT's) \$137,690.88.** M/Ritter, S/Kriner. Carried 4:0.

## **Public Comment**

Alisa Weddle

- Little Learner's Park is almost complete.
- Thanked Gordie Cockle and the Oroville Masons for all their help.

Jennifer Ward

- Stated she is the eyes and ears for the community and she was proud of the community.

There being no further business the meeting was adjourned at 9:11 pm.

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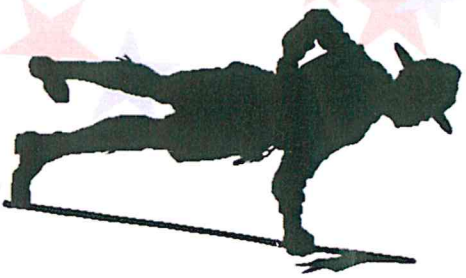
**Alice J. Attwood, Clerk-Treasurer**

*Thank You*

*Cub Scouts Pack 21  
for pulling weeds and  
cleaning up around  
City Hall and the TVBRC!*

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MAYOR DENNIS BROWN



Date: May 15, 2019  
TO: Honorable Mayor and City Council  
FROM: Darren Johnson, Superintendent *DJ*  
Christian Johnson, Permit Administrator *CSJ*  
Re: **Evaluation of Filed Bids – City Hall Complex Roofing Project**

\* \* \* \* \*

Having reviewed the filed bids we have the following comments:

All Surface Roofing & Waterproofing, Inc.

Scope of Work: Narrative of bid is in general conformance of call for bid specifications. Acknowledges the presence and removal of asbestos containing materials.  
Materials/Warranty: Proposed materials and warranty (20-year) are in conformance with call for bid specifications.  
Background: Did not include license number on bid, business has been current with Labor & Industries registration requirements since 2005, has no public works or debarments. Is current with the Department of Revenue requirements, although not an accredited business receives an “A+” rating by the Better Business Bureau.  
Price: \$116,221.00 does include Washington sale tax and prevailing wages and bonding.

Titan Roofing

Scope of Work: Narrative of bid is in general conformance of call for bid specifications. Does not acknowledge the presence and removal of asbestos containing materials.  
Materials/Warranty: Proposed materials and warranty (20-year) are in conformance with call for bid specifications.  
Background: Business has been current with Labor & Industries registration requirements since 2018, has no public works or debarments. A search of the Better Business Bureau website yielded no findings.  
Price: \$112,700.00 does not state that it includes Washington sale tax and prevailing wages and bonding.

Mallett Sheet Metal & Roofing

Scope of Work: Narrative of bid is in general conformance of call for bid specifications. Acknowledges the presence and removal of asbestos containing materials.  
Materials/Warranty: Proposed materials and warranty (15 & 20-year options) are in conformance with call for bid specifications.  
Background: Business has been current with Labor & Industries registration requirements since 1975, has no public works or debarments. Is current with the Department of Revenue requirements, is an accredited business receives an “A+” rating by the Better Business Bureau.  
Price: \$95,623.49 and \$98,439.29 does include Washington sale tax and prevailing wages and bonding.

Based on the above, we believe that Mallett Sheet Metal & Roofing is the qualified lowest bidder and we recommend that the City take the 20-year warranty option.



**RESOLUTION NO. 2019-13**

**A RESOLUTION of the City Council of the  
City of Tonasket setting rules for the use of  
Chief Tonasket Park.**

**WHEREAS**, the City Council of the City of Tonasket has determined that it is necessary to institute rules for the use of Chief Tonasket Park by groups;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
TONASKET, WASHINGTON** as follows;

1. Soccer groups have the sole responsibility of putting up and taking down the nets on the goals **daily** and all trash must be picked up and disposed of properly after practices and games.
2. Baseball, softball, and T Ball groups are responsible to pick up all trash after practice and games and disposed of properly.
3. Groups are required to supply schedules of games and practices, names of group organizers, coaches and contact information submitted to City Hall prior to the beginning of the season.
4. All organized groups are required to sign up at City Hall for a property use permit and pay the applicable usage amount.
5. The property use fee will be determined annually on the City fee schedule.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
**Dennis Brown, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice J. Attwood, Clerk-Treasurer**

**ORDINANCE NO. 802**

AN ORDINANCE amending Section 8.16.030 of the Tonasket Municipal Code.

**THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Section 8.16.030 of the Tonasket Municipal Code, which provides as follows:

No animals shall be allowed in History Park and any person permitting or allowing any animal which they own, or which is in such person's custody, to enter or remain in said park shall be in violation of this chapter. In the event that any animal deposits fecal matter on the grounds of any city park where animals are not prohibited, the person who is at the time the custodian of the animal shall forthwith clean up and properly dispose of such fecal matter.

Is hereby amended to read as follows:

No animals shall be allowed in History Park. It is unlawful for any person to allow or permit any animals owned by him or her or within their possession or under their control to run at large in any park or to enter on the playing fields of any park, including, but not limited to soccer fields and baseball or softball fields, or on any other grassy area of the park. All dogs or other pets or domestic animals must be kept on a leash no longer than eight feet in length and shall be under control at all times while in the city park area. In the event that any animal deposits fecal matter on the grounds of any park, the person who is at the time the custodian of the animal shall forthwith clean up and properly dispose of such fecal matter.

**Section 2.** This ordinance shall become effective from and after its passage by the council, approval by the Mayor, and publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
Dennis Brown, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alice Attwood, City Clerk-Treasurer

\_\_\_\_\_  
Michael D. Howe, City Attorney

# DRAFT

## Tonasket Weapons Storage Memorandum of Agreement

CITY refers to the City of Tonasket

COUNTY refers to the Okanogan County Sheriff's Office

The COUNTY agrees to store CITY owned firearms. Firearms listed below are owned by the CITY of Tonasket and will be stored as outlined in this agreement.

<u>Item</u>	<u>Brand</u>	<u>Model</u>	<u>Caliber</u>	<u>S/N:</u>
Rifle	Stag Arms	AR	5.56mm	307904
Rifle	Colt	LE Carbine	5.56mm	LE051569
Rifle	Stag Arms	AR	5.56mm	307870
Rifle	Ruger	Mini 14	.223	181-24023
Shotgun	Mossberg	930	12 ga	AF072730
Pistol	Glock	17	9mm	BECY146
Pistol	Glock	17	9mm	BGTY803
Pistol	Glock	17	9mm	BGTY804
Pistol	Glock	17	9mm	BGTY805
Pistol	Glock	17	9mm	BGTY809
Pistol	Springfield	XD-9	9mm	US938785
Pistol	Keltech	P11	9mm	NONE
Pistol Trainer	Glock	17T	Simunition	T35267
Pistol Trainer	Glock	17T	Simunition	T35268
Sight	EOTech	XPS3-0	N/A	A1253325
Sight	Aimpoint	Patrol Rifle Optic	N/A	K4298321

Within 60 days of receipt at the COUNTY, all firearms will be inspected by a certified Glock armorer or a certified AR armorer, employed by the COUNTY. Any noted damage or required repairs will be paid for by the CITY based on mutual agreement prior to repairs are initiated. Any damage or required repairs after 60 days of receipt will be paid for by the COUNTY.

### STORAGE

CITY owned firearms will remain secured in the same manner as unassigned COUNTY firearms, using the same physical security location and standard.

### MAINTENANCE

Firearms will be inspected and maintained at least once per year while in storage under this agreement.

### ACCOUNTABILITY

The CITY reserves the right to inspect firearms to ensure accountability of listed firearms. The CITY will provide written notice to the COUNTY at least 30 days prior to, or as mutually agreed upon, the requested date for inventory.

#### USE

Firearms shall not be issued except to Deputies hired to fulfill the law enforcement duties outlined in the Law Enforcement Services Agreement between the County of Okanogan and the City of Tonasket, executed on March 1<sup>st</sup>, 2019.

The COUNTY will pay to repair, if possible, or replace equipment if damaged, lost, or destroyed in the line of duty.

Firearms will be returned within 30 days to the CITY upon receipt of written request to the COUNTY or upon termination of the Law Enforcement Services Agreement.

This agreement may be reviewed for suitability annually and can be terminated within 30 days upon receipt of written notice from either party.

**Ordinance No. 803**

**AN ORDINANCE** of the City of Tonasket,  
Washington, amending the 2019 Budget  
Ordinance #797 and Budget Amendment #800.

**WHEREAS**, the City Council of the City of Tonasket adopted the 2019 Budget, Ordinance #797 and Budget Amendment #800; and

**WHEREAS**, it has been determined that a correction needs to be made to the amounts stated in the original 2019 Budget Ordinance #797;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON**, as follows:

Sewer Project Fund No. 424 increase in revenues and expenditures.

CWSRF Loan increase from \$235,266.00 to \$523,244.00 an increase of \$287,978.00  
CCWP Grant increase from \$175,134.00 to \$175,143.00 an increase of 9.00  
Total Increase \$287,987.00

2019 Budget	\$4,264,338.12
Budget Amendment Ordinance #800	<u>287,978.00</u>
Total Amended 2019 Budget	\$4,552,325.12

This ordinance shall become effective from and after its passage by the Council, approval by the Mayor and five days after publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
**Dennis Brown, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice J. Attwood, Clerk-Treasurer**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Michael Howe, City Attorney**

PROCLAMATION

**TONASKET MAYOR PROCLAIMS MAY 25<sup>TH</sup> thru JUNE 2<sup>ND</sup>, 2019  
AS "POPPY DAYS" FOR THE AMERICAN LEGION AUXILIARY**

All Americans owe a special debt of gratitude to all veterans including those millions who have sacrificed their health and lives for our country.

And whereas, the American Legion Auxiliary donates their time offering poppies in remembrance of our veterans;

Now therefore, I, Dennis Brown, Mayor of Tonasket, do hereby proclaim May 25<sup>TH</sup> thru June 2<sup>ND</sup>, 2019, as Poppy Days in the City of Tonasket.

For over 80 years, the American Legion Auxiliary has sponsored Poppy Days to remind America that millions have sacrificed their lives to keep our nation strong and free.

The poppy, which grew wild on the battlefields of Flanders, became in the minds of the doughboys of World War 1, a symbol of the sacrifice that they had endured. It has flourished among the shelled buildings and bomb-scarred landscape. Its brilliant red bloom, so much like the blood which had been shed there, became a sign of hope and renewal for those who lived and walked away. For those who would never leave, those who had sacrificed their lives, it was a perpetual memorial to their bravery.

American veterans brought home that image and planted it with the Auxiliary where it has bloomed every year for the benefit of those who served America. Each nine-piece crepe paper poppy made by our veterans serves as physical and psychological therapy. It also gives them a financial lift. The Memorial Poppy contributions are devoted entirely to rehabilitation and assistance for veterans and their families.

The American Legion Auxiliary will be at the Tonasket Post Office offering poppies on May 25<sup>TH</sup> thru June 2<sup>ND</sup>, 2019, Donations will be accepted.

Proclaimed this 21<sup>st</sup> day of May, 2019.

  
\_\_\_\_\_  
Dennis Brown, Mayor

**Ordinance No. 804**

**AN ORDINANCE** of the City of Tonasket, Washington,  
Amending the 2019 Budget Ordinance #797 and  
Budget Amendments #800 and #803

**WHEREAS**, the City Council of the City of Tonasket adopted the budget for the 2019,  
Ordinance #797 and Budget Amendments #800 and #803; and

**WHEREAS**, the Swim Pool Wages need to be clarified in the 2019 Budget; and

**WHEREAS**, there will be the creation of a new position – Code Enforcement person;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
TONASKET, WASHINGTON**, as follows:

- 1) The Swim Pool Wages will be set for the 2019 summer season as stated on the attached  
2019 Wages sheet in the 2019 Budget document.
- 2) The Code Enforcement person’s wage range will be \$15.00-\$17.00 per hour.

This ordinance shall become effective from and after its passage by the Council, approval by the  
Mayor and five days after publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
**Dennis Brown, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice J. Attwood, Clerk-Treasurer**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Michael Howe, City Attorney**

### 2019 Wages

The following wages for employees of the City of Tonasket are hereby fixed as follows to commence January 1, 2019. (Does not include longevity)

Mayor	\$650.00 per month	Current Expense Fund
Councilmembers (current) (after each position is newly elected & \$75.00 per one extra council meeting per month)	\$50 per regular meeting & \$50 per one extra council meeting per month	Current Expense Fund
Judge	\$170.56 per month	Current Expense Fund
Clerk-Treasurer	\$26.73 per hour	30% Current Exp. Fund 35% Water Fund 35% Sewer Fund
Utility Clerk	\$14.12 per hour	10% Judicial 16% Current Expense 37% Water Fund 37% Sewer Fund
Deputy Clerk-Treasurer	\$17.98 per hour	5% Judicial/Current Exp. 30% Current Expense 5% Cemetery Operating 30% Water Fund 30% Sewer Fund
Extra-Clerical-Per Diem	min. wage	50% Water Fund 50% Sewer Fund
Police Chief	28.60 per hour	100% Current Expense
Police Clerk	\$14.03 per hour	100% Current Expense
Police Sergeant	\$25.85 - 26.68 per hour	100% Current Expense
Patrolman #1	\$24.89 per hour (Senior)	100% Current Expense
Patrolman #2	\$22.44 per hour ( Intermediate)	100% Current Expense
Patrolman #3	\$19.37 per hour ( New Officer after academy)	100% Current Expense
Beginning Patrolman (has not attended or is attending full time academy)	\$17.95 per hour	100% Current Expense
Substitute Police Hourly wage range	\$14.38 per hour to \$16.82 per hour.	
Reserve Police Sergeant	\$14.30 per hour	100% Current Expense
Reserve Officers hourly wage range	10% over min. wage	100% Current Expense



Park-Cem Employees	min wage up to \$25.19 per hour		100% Current Expense When needed
City Superintendent	\$25.19 per hour	these per centages may change accord. to certs.	15% City Street 50% Water Fund 35% Sewer Fund
Asst. Superintendent	\$22.72 per hour		15% City Street 35% Water Fund 50% Sewer Fund
W/S/St Maintenance	\$19.15 per hour		15% City Street 42.5% Water Fund 42.5% Sewer Fund
4th Position Maint.	\$16.90 per hour	March - October	20% Park 20% Cemetery 20% Street 20% Water 20% Sewer
		Nov - Feb	30% City Street 35% Water Fund 35% Sewer Fund
Code Enforment Person	\$15.00 to \$17.00 per hour		100% Current Expense
Swim Pool Manager	\$13.50 per hour		100% Swim Pool Fund
Lifeguards No WSI	\$12.00 per hour		100% Swim Pool Fund
Lifeguards With WSI	\$12.25 per hour		100% Swim Pool Fund
Lifeguards - Senior guard when managing	- increase of \$.25 per hour		

Extra labor, overtime, and time worked in the Parks & Cemetery by the Public Works Dept. min. wage up to \$25.19 per hour. Also, includes the City Street Fund, Water Fund & Sewer Fund.

The substitute police officers and reserve officers will be paid as specified in the pay schedule.

The rates above do not include the longevity pay.

The Public Works Department, full time employees will receive \$15 per day for on call time on weekends and holidays. Then they will receive a minimum of 2 hours at time and one-half for inspection of the water and sewer systems on the weekends and holidays.

## CITY OF TONASKET

EMPLOYER: City of Tonasket

JOB TITLE: Code Enforcement Officer

### POSITION PURPOSE:

Performs a variety of routine and complex city code enforcement work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrols streets, roads, alleyways, highways, business areas and residential areas and enforces Tonasket city codes, laws and ordinances. Such codes shall include but not be limited to; Animal control, parking enforcement, nuisances, tree, shrub and weed abatements; graffiti removal.

Prepares full and comprehensive reports, investigates all calls and complaints in a timely manner, issues citations, abatement notices and summonses as required.

Enters all calls for service in the computer system as required.

Provides for personal and equipment effectiveness by demonstrating skill proficiency (weapons, animal control capture devices), and by keeping abreast of changes in laws, ordinances, policies and procedures.

Maintains complete records of all code enforcement activities and in specific, animal control functions and provides a monthly report of activities to the Council.

Cleans and maintains the animal shelter

Assists with traffic control during emergencies or civic functions as required.

Assists the public, answering inquiries regarding directions, codes, laws and ordinances.

Appears in court as a witness as required.

Assists other city departments upon request concerning code violations and enforcement.

Other specialized duties as may be assigned.

### KNOWLEDGE, ABILITIES AND SKILLS:

Ability to use good judgement and make decisions in stressful and non-stressful situations and to adapt quickly to unanticipated situations.

Ability to assess situations quickly and to determine a proper course of action.

Ability to gain the respect and establish effective working relationships with all city department heads and their respective personnel.

Ability to establish and maintain satisfactory public relations with public officials as well as the general public.

Ability to understand and execute oral and written instructions and effectively communicate both orally and in writing.

Ability to plan, organize, develop and implement assigned activities and programs.

Ability to get along with a wide diversity of people.

Possesses a contemporary working knowledge of modern enforcement methods and techniques in the prevention and investigation of city code violations. Understands identifying and preserving of physical evidence as well as documentary evidence, e.g. photographs, film and digital.

Have knowledge of the laws, codes and statues applicable to code enforcement and the rights of suspects, defendants, victims, petitioners and respondents.

Knowledge of the geography of the City of Tonasket.

## WORK SCHEDULE

This position works a 24 hour week, which may include a variety of shift hours with rotating days off as required by the demands of the position.

## MINIMUM QUALIFICATIONS:

High School Diploma or equivalent.

Current, valid and properly classed Washington State Driver's License without record of suspension or revocation in any state is required; driving record must, for any date during employment thereafter, be free of any violation for: 1.) Reckless driving, 2.) Hit and run, or 3.) Driving under the influence of alcohol or drugs.

Must not be addicted to the excessive use of drugs or intoxicating beverages.

Must possess an active First Aid Card and CPR Training and keep current.

#### PHYSICAL DEMANDS:

Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

See in the normal visual range with or without correction.

Hear in the normal audio range with or without correction.

Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

Operate computer to enter, process, and acquire data relative to complaints, inspections sites, and effective code enforcement; research complaints.

Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Performs other tasks or duties as assigned.

#### TOOLS AND EQUIPMENT

Code enforcement car, phone, dart gun and dart rifle, capture poles, capture and transport cages, pepper spray, cell phone, first aid equipment, photograph equipment, calculator, personal computer including word processing software.

#### Job Description Received:

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work

requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

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Employee

Date



# City of Tonasket

P.O. Box 487 ♦ Tonasket, WA 98855

(509) 486-2132 ♦ Fax 486-1831  
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May 28, 2019

Okanogan County Commissioners  
123 Fifth Avenue North, Room 150  
Okanogan, WA 98840

RE: Support of Emergency Communications Sales Tax

Okanogan Board of County Commissioners

The City of Tonasket contracts with Okanogan County Sheriff's Department providing emergency services to the residents and visitors of Tonasket. The City of Tonasket requests and supports the Okanogan Board of County Commissioners placing the Emergency Communications sales tax on the November 2019 ballot for voter approval.

The Okanogan County public safety radio communications system and infrastructure is critical to first responders successfully completing their mission. The public safety radio communications system is a critical infrastructure need requiring appropriate financial support.

The passage of the Emergency Communications sales tax will provide for the improvement in the emergency communications system state of readiness, capacity, efficiency and effectiveness. The passage of the Emergency Communications sales tax will also provide financial relief to agencies allowing them to continue funding operations of their organizations.

We thank you in advance for your consideration.

Please find signatures of support from the Tonasket Mayor and City Council.

Respectfully,

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Dennis Brown, Mayor

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Jill Ritter, Councilmember

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Jensen Sackman, Councilmember

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Maria Moreno, Councilmember

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Marylou Kriner, Councilmember

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Christa Levine, Councilmember